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Aaron Brown
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Terry Jenkins



Town Administrator
Lisa Wallace

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

TOWN *of* SUMMERVILLE

November 1, 2021

REQUEST FOR CONTRACTOR PRE-QUALIFICATION

PROJECT TITLE: Proposed Mitigation Plans for SC-91 (Berlin Myers Parkway) Phase 3

PRE-QUALIFICATION RESPONSE DUE DATE: 12/02/2021 at 3:00 pm

IMPORTANT NOTICE TO ALL APPLICANTS

Read this document in its entirety and submit the required information in the format described in this Request for Pre-Qualification.

CONTRACTOR ELIGIBILITY:

This prequalification is open to those Contractors that satisfy the minimum qualifications stated herein.

Failure to answer all of the following questions may result in disqualification. If general contractor has any questions, contact the person listed below under "Submitted to." Completing this questionnaire does not guarantee prequalification. The agency/institution reserves the unqualified right to reject any or all submittals and to waive informalities.

1 INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Town of Summerville (hereinafter, "TOWN") is soliciting statements of qualifications from CONTRACTORS interested in providing construction services. The TOWN is working with the South Carolina Department of Transportation (SCDOT) to select prequalified contractors to for the floodplain mitigation work for the Berlin Myers Parkway, Phase 3 (BMP3) project. Qualified contractors may bid mitigation work as part of the BMP3 project.

1.2 OBJECTIVE

The objective of the Request for Pre-Qualification (RFPQ) is to identify three or more responsible CONTRACTORS who meet the TOWN qualification requirements to provide the goods and/or services outlined in this RFPQ to the TOWN and SCDOT. All qualified CONTRACTORS are invited to participate by submitting responses, as further defined within this RFPQ.

This RFPQ will not result in contract award. Instead, this RFPQ will establish a list of three or more qualified CONTRACTORS who will be eligible to submit bids on a future solicitation for this project.

1.3 MINIMUM QUALIFICATIONS

The CONTRACTOR must be licensed to do business in the state of South Carolina and at a minimum have General Contractors License: Highway or Unlimited.

CONTRACTORS who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any submittal that is rejected as non-responsive will not be evaluated or scored.

1.4 DEFINITIONS

Definitions for the purposes of this RFPQ include:

Town. The Town of Summerville

SCDOT. The South Carolina Department of Transportation

Business Days. The normal days of operation for the TOWN; specifically, Monday, Tuesday, Wednesday, Thursday, and Friday, from 8:30 AM to 5:00 PM

Designer. Individual, company, or firm responsible for the project design, construction management, and administration of construction contracts associated with this pre-qualification.

Contractor. Individual or company, or firm submitting a pre-qualification package for this project.

Request for Pre-Qualifications (RFPQ). Formal procurement document in which services needed are identified and firms are invited to provide their qualifications to provide the services.

Submittal. A Contractor's submitted response to this RFPQ.

2 PRE-QUALIFICATION PROCEDURES

2.1 TOWN CONTRACT ADMINISTRATOR

The TOWN Contract Administrator is the sole point of contact in the TOWN for this prequalification. All communication between the CONTRACTOR and the TOWN upon receipt of this RFPQ shall be with the TOWN Contract Administrator.

Direct all inquiries concerning this Request for Pre-Qualification in writing via email to:

Name Russ Cornette
Street Address 200 South Main Street
Summerville, SC 29483

E-Mail Address rcornette@summervillesc.gov

Any other communication will be considered unofficial and non-binding on the TOWN. CONTRACTORS are to rely on written statements issued by the TOWN Contract Administrator Communication directed to parties other than the TOWN Contract Administrator may result in disqualification of the CONTRACTOR.

2.2 SCHEDULE OF PRE-QUALIFICATION ACTIVITIES

The AGENCY reserves the right to revise the following schedule:

| Activity | Date |
|---|-------------------|
| Issue Request for Qualifications | November 1, 2021 |
| Pre-qualification submittals due | December 3, 2021 |
| Notification of pre-qualification results | December 17, 2021 |

2.3 PRE-QUALIFICATION SUBMITTALS

CONTRACTORS are required to submit one (1) original hardcopy, two (2) hardcopies and one (1) digital copy of their RFPQ submittal. CONTRACTORS may submit the digital copy on a thumb drive; PDF format is preferred. The submittal, whether mailed or hand delivered, **must arrive at the TOWN no later than 3:00 p.m., Eastern Standard Time, on the submittal due date.**

2.3.1 Preparing a Response

When preparing a response, the supplier must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. The RFPQ response must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators, but should assist the CONTRACTOR in preparing a thorough response.

The CONTRACTOR's RFPQ submittal must be prepared on eight and one-half by eleven-inch (8 ½" x 11") paper with tabs separating the major sections. The three major sections are to be submitted in the order noted below:

1. Request for Pre-Qualifications with a completed Pre-qualification Form for Single Prime Contractors
2. Mandatory attachments
 - a. SC General Contractors License
 - b. Surety Letter
 - c. Insurance Certificate
3. Other attachments
 - a. Financial Balance Sheet
 - b. OSHA 300 Log
 - c. Historically Underutilized Business (HUB) Plan

The CONTRACTOR's RFPQ submittal is to be sent to the TOWN Contract Administrator the address noted in Section 2.1. The envelope should be clearly marked to the attention of the TOWN Contract Administrator.

CONTRACTORS mailing their RFPQ submittal should allow normal mail delivery time to ensure timely receipt of their submittals by the TOWN Contract Administrator. CONTRACTORS assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service.

RFPQ submittals sent to the TOWN via electronic means, including but not limited to email, in response to this RFPQ will not be accepted.

Late submittals will not be accepted and will be automatically disqualified from further consideration.

2.4 CONFIDENTIALITY

All submittals and any accompanying documentation become the property of the TOWN and will not be returned. All information received shall remain confidential until a contract resulting from this RFPQ is executed by the successful CONTRACTOR and the State of South Carolina.

Any information in the submittal that the CONTRACTOR desires to claim as proprietary and exempt from disclosure under state or federal law that provides for the non-disclosure of your document, must be clearly designated. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "CONFIDENTIAL" or "PROPRIETARY INFORMATION" printed on the lower right-hand corner of the page. Marking the entire submittal Confidential or as Proprietary Information will not be honored.

2.5 RESPONSIVENESS

All submittals will be reviewed by the TOWN Contract Administrator to determine compliance with administrative requirements and instructions specified in this RFPQ. The CONTRACTOR is specifically notified that failure to comply with any part of the RFPQ may result in rejection of the submittal as non-responsive.

The TOWN also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.6 COSTS TO PROPOSE

The TOWN will not be liable for any costs incurred by the CONTRACTOR in preparation of a submittal, in conduct of a presentation, or any other activities related to responding to this RFPQ.

2.7 NO OBLIGATION TO CONTRACT

This RFPQ does not obligate the State of South Carolina or the TOWN to contract for services specified herein. The pre-qualified CONTRACTORS will receive a separate bid solicitation for the construction of the project.

2.8 REJECTION OF SUBMITTALS

The TOWN reserves the right at its sole discretion to reject any and all submittals received without penalty and not to issue a contract as a result of this RFPQ.

2.9 TOWN'S RIGHT TO AMEND AND/OR CANCEL THE RFPQ

The TOWN reserves the right to amend this RFPQ prior to the end date and time. Amendments will be made in writing and publicly posted as one or more addenda to the Town of Summerville website <https://www.summervillesc.gov/35/Business>. Each CONTRACTOR is individually responsible for reviewing addenda and any other posted documents and making any necessary or appropriate changes and/or additions to the CONTRACTOR's response. All CONTRACTORS are encouraged to frequently check the Town of Summerville website for additional information. Finally, the TOWN reserves the right to cancel this RFPQ at any time.

3 EVALUATION OF PRE-QUALIFICATION PACKAGES

3.1 EVALUATION

Responsive submittals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of submittals shall be accomplished by an evaluation team to be designated by the TOWN and SCDOT, which will determine the ranking of the submittals.

3.2 SCORING

All pre-qualification submittals will be evaluated using a pre-qualifications matrix. The matrix is divided into three sections:

| | |
|--|---|
| Section 1. Minimum Requirements | zero points; must meet minimum requirements to proceed to Section 2 (any answer of NO without and acceptable explanation results in disqualification) |
| Section 2. General Requirements | up to 60 points; have 30 to proceed to Section 3 |
| Section 3. Project-specific Requirements | up to 40 points |
| Section 4. Signature Form | zero points; must meet minimum requirements to proceed to Section 2 |

The maximum possible score will be 100 points. Submittals receiving a score of at least 70 points will be deemed pre-qualified.

3.3 NOTIFICATION

The TOWN shall publish the results of the pre-qualification via email.

3.4 DEBRIEFING OF UNSUCCESSFUL CONTRACTORS

Upon request, a debriefing conference will be scheduled with an unsuccessful CONTRACTOR. The request for a debriefing conference must be received by the TOWN Contract Administrator within five (5) business days after

the results are posted to Town of Summerville website. The TOWN will conduct a debriefing conference within five (5) business days of the request.

Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one (1) hour. Discussion will be limited to a critique of the requesting CONTRACTOR's RFPQ submittal. Comparisons between submittals or evaluations of the other submittals will not be allowed.

3.5 PROTEST PROCEDURE

Upon completing a debriefing conference, the CONTRACTOR is allowed five (5) business days to file a protest with the TOWN. Protests must be submitted in hard copy.

CONTRACTORS protesting the results of the prequalification shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to CONTRACTORS under this prequalification.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the TOWN Procurement Manager:

Krista Collins
200 South Main Street
Summerville, SC 29483
kcollins@summervillesc.gov

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the prequalification document or TOWN policy

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as:

- An evaluator's professional judgment on the quality of a submittal
- TOWN'S assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by the TOWN.

The protest review team will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another CONTRACTOR that provided a submittal, such CONTRACTOR will be given an opportunity to submit its views and any relevant information on the protest to the TOWN Procurement Manager.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the TOWN's action.
- Find only technical or harmless errors in the TOWN's acquisition process and determine the TOWN to be in substantial compliance and reject the protest.

- Find merit in the protest and provide the TOWN options which may include:
 - Correct the errors and re-evaluate all submittals
 - Re-issue the solicitation document and begin a new process
 - Make other findings and determine other courses of action as appropriate

If the TOWN determines that the protest is without merit, the TOWN will notify the CONTRACTOR of the rejection and no further action will be taken by the TOWN regarding the protest. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

4.

Town of Summerville

Pre-Qualification Form for Single Prime Contractors

Submitted to:

Name Russ Cornette
Mailing Address Town of Summerville
200 South Main Street
Summerville, SC 29483

E-Mail Address rcornette@summervillesc.gov

Project Name: Proposed Mitigation Plans for SC 91 (Berlin Myers Parkway) Phase 3
AGENCY: Town of Summerville and SCDOT
Location: Dorchester County, South Carolina
Designer: ICA Engineering, Inc.

Project Description:

The project involves grading of Sawmill Branch Canal stream banks, reconstruction of multi-use path and erosion control related items from SC-642 to S-18-678, the approximate length of 2.6 miles.

Town of Summerville Pre-Qualification Form for Single Prime Contractors

Section 1. MINIMUM REQUIREMENTS

1.a. General Company information. Provide the following information company information.

| | | | |
|--------------------------|--|-------------|--|
| Company Name | | | |
| Physical Address | | | |
| Mailing Address: | | | |
| City: | | State/ Zip: | |
| Telephone: | | Fax: | |
| Primary Contact Name: | | | |
| Primary Contact Email: | | | |
| Secondary Contact Name: | | | |
| Secondary Contact Email: | | | |

1.b. Business type. Check the appropriate box and provide company officer information.

- Corporation
- Partnership
- Limited Liability Company
- Sole Proprietor
- Joint Venture

| Title | Full Name | Years of Service |
|-------|-----------|------------------|
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1.c. Licensing information Does your company meet the minimum licensing requirement for this project?

- No
 Yes If yes attach a copy of your SC General Contractors License(s)

1.d. Bonding. Your surety company bond rating must be rated “A” or better under the A.M. Best Rating system or The Federal Treasury List. Provide a letter from your bonding company, on the bonding company's letterhead, indicating the following:

- your company's name
- your company's address
- your company's aggregate work capacity (the maximum amount of work your company is capable of undertaking for any and all projects)
- your company's single limit (the estimated cost of a single project that your company is capable of undertaking)
- surety company's bond rating
- bonding company's representative's contact information

1.d.(1) Have you provided a letter from your surety company describing your company's bonding capacity?

Yes
 No

1.d.(2) In the last five years have any funds been expended by a surety company on your firm's behalf?

No
 Yes If yes, provide an explanation:

1.d.(3) List all surety companies that have provided bonds for your company for the past five (5) years, provide explanation, required, if more than one company.

| Surety Company | Project Name | Bond Value | Date of Bond |
|----------------|--------------|------------|--------------|
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1.e. Litigation/Claims

1.e.(1) Has your company been involved in any suits or arbitration proceedings within the last five years?

No
 Yes If yes, provide explanation:

1. e.(2) Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?

No
 Yes If yes, provide explanation:

1.f. Insurance. In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows:

- Worker’s Compensation insurance as required by law and Employer’s Liability Insurance coverage with minimum limits of \$150,000.
- General liability insurance with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.
- The insurance certificate must have a 30-day notice cancellation clause.

1.f.(1) Have you attached a copy of your insurance certificate?

Yes
 No

1.g. Completion of Work/Charges/Barred from Bidding/USACE

1.g.(1) In the last five years has your company failed to complete work awarded to it?

No
 Yes If yes, provide the following information

| Project Name | Contract Dollar value | Contract year(s) | Owner Contact Information | Designer Contact Information | Reason for not completing the work | Supporting documentation provided? |
|--------------|-----------------------|------------------|---------------------------|------------------------------|------------------------------------|------------------------------------|
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1.g.(2) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

No
 Yes If yes, provide the following information

| Project Name | Year | Reason |
|--------------|------|--------|
| | | |
| | | |
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1.g.(3) Has your present company, its officers, owners, or agents ever been barred from bidding public work in South Carolina?

No
 Yes If yes, provide the following information

| Project Name | Case Number | Year | Reason |
|--------------|-------------|------|--------|
| | | | |
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1.g.(4) In the last five years has your company been issued a Cease and Desist Order by the US Army Corps of Engineers?

- No
- Yes If yes, provide the following information

| Project Name | Case Number | Reason for Order | Resolution |
|--------------|-------------|------------------|------------|
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Section 2. GENERAL REQUIREMENTS

2.a. Experience

2.a.(1) Has your company operated under any names other than the name listed in Section 1.a. General Company information.

- No
- Yes If yes provide the following information:

| Company name | Office Location | Company type (Corporation, Partnership, Proprietorship, Other) | State of incorporation | Date of establishment | Number of years in business | Number of full-time permanent employees |
|--------------|-----------------|--|------------------------|-----------------------|-----------------------------|---|
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2.a.(2) Within the last five years has your company performed construction work for the State of South Carolina and/or related public agencies and/or this specific agency/institution?

- No
- Yes If yes provide the following information:

| State of NC Project ID number | Project Name | Dollar Value | Owner Agency | Design Firm | Completion Date |
|-------------------------------|--------------|--------------|--------------|-------------|-----------------|
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2.a.(3) Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid without notice of good cause a minimum of one day before bid date?

No
 Yes If yes provide the following information:

| State of NC Project ID number | Project Name | Bid Opening Date | Reason for not submitting a bid |
|-------------------------------|--------------|------------------|---------------------------------|
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2.b. Office Location

2.b.(1) Will this project be managed and directed from an office in SC?

Yes
 No If no provide explanation:

2.c. Workload and Staffing

2.c.(1) Provide the following information for your firm’s current contracts

| Project Name | Owner Agency | Design Firm | Contract Dollar Value | Percent Complete | Description of Work |
|--------------|--------------|-------------|-----------------------|------------------|---------------------|
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2.c.(2) List your company's key personnel involved in the above listed projects

| Project Name | Key Personnel Name | Personnel's role |
|--------------|--------------------|------------------|
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2.c.(3) Are the key personnel listed in 2.c(2) also proposed on any other projects for which bidding and contracting is pending?

- No
- Yes If yes, describe the general availability and qualifications of potential substitutes:

2.d. Quality Control/Administration

2. d. (1) Describe the company's work inspection and approval procedures:

2. d. (2) Describe management procedures for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues.

2.d. (3) Describe company's approach to dispute and claims resolution.

2.e. Financials

As provided by statute, the AGENCY will consider keeping trade secrets which the CONTRACTOR does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the CONTRACTOR. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

2.e.(1) Attach latest balance sheet and income statement if available, based on company type. Audited statements are preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.

Have you attached a balance sheet?

- Yes
- No If no, provide explanation:

2.f. Liquidated Damages/Claims

2.f.(1) In the last five years has your company paid liquidated damages on a project?

- No
- Yes If yes, provide the following information

| Project Name | Contract dollar value | Contract year(s) | Owner Contact Information | Designer Contact Information | Reason(s) for paying liquidated damages | Supporting documentation provided? |
|--------------|-----------------------|------------------|---------------------------|------------------------------|---|------------------------------------|
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2.f.(2) In the last five years has your company filed a claim with the NC State Construction Office?

- No
 Yes If yes, provide the following information

| SCO Project ID Number | Project Name | Case Number | Reason for claim(s) | Supporting documentation provided? |
|-----------------------|--------------|-------------|---------------------|------------------------------------|
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2.g. Safety Record

2.g.(1) List your company's Experience Modification Rate (EMR) for past three years:

- _____ Current year EMR rate
 _____ 20__ _ EMR rate
 _____ 20__ _ EMR rate

2.g.(2) Have you attached OSHA 300 log (Rev. 01/2004)?

- Yes
 No If no, provide an explanation:

2.g.(3) List any OSHA fines and job site fatalities in the past three years with an explanation: (This question is not scored for points but for informational purposes only.)

2.h. Historically Underutilized Business (HUB) Plan

2.h.(1) Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?

- No
 Yes If yes, attach a copy of your company's HUB Plan.

2. h. (2) Provide your company's HUB participation percentage level for the five similar projects cited in Section 3.a.

| Project Name | HUB % | Services provided by HUB subcontractor(s) |
|--------------|-------|---|
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2.i. Permit Compliance

2.i.(1) In the last five years has your company been issued a Notice of Violation by the SCDHEC?

- No
- Yes If yes, provide the following information

| Project Name | Case Number | Reason for Order | Resolution |
|--------------|-------------|------------------|------------|
| | | | |
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2.i.(2) In the last five years has your company been issued a Notice of Violation by a local MS4, County or Municipality in South Carolina?

- No
- Yes If yes, provide the following information

| Project Name | Case Number | Reason for Order | Resolution |
|--------------|-------------|------------------|------------|
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Section 3. PROJECT SPECIFIC REQUIREMENTS

3.a. Project information. Complete information sheets for up to five (5) similar projects. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Firms are strongly encouraged to highlight projects that match the region, watershed type, and work performed identified below in the table below.

3.b. Project Description. Contractor will need to have the ability with personnel and equipment to minimize impacts with a small footprint of disturbance along project area. Contractor will need to be capable of following USACOE guidelines while working in environmentally sensitive areas.

| | |
|---------------------------|--|
| Physiographic Region (SC) | Coastal Plain |
| Watershed Type | Forest, pasture and High-density residential and commercial development |
| Work Performed | Floodplain and Streambank Grading and Excavation Removal and Disposal of Asphalt Applying Base Course and Asphalt Paving Site Stabilization and Erosion Control |

Project Information Sheet

Project Name, County, State: _____

Contract Type

Design Bid Build Design Build Full Delivery Other : _____

Physiographic Region

Mountains Piedmont Sandhills Coastal Plain

Project Watershed Type

Agricultural Forested Urban

Enter % here _____ % Agricultural land cover Enter % here _____ % Forested Land cover Enter % here _____ % Urban land cover

Project Type

Stream Restoration Wetland Restoration Riparian Buffer Restoration

Enter l.f. here _____ Linear footage Enter ac. here _____ Acreage Enter ac. here _____ Acreage

Project Requirements

Item

Provide a brief description of quantity and/or type of work performed:

- Floodplain, Wetland Grading
- Stream Construction
- Asphalt Pavement Demolition and application
- Other

Owner Name/ Representative

Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Designer Name/Representative

Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Contract Dollar Value

Award Amount: _____
 Change Order(s) amount: _____
 Final Contract amount: _____

Number of Change Orders Approved with Explanation/Reason

Quantity: _____
 Total Cost: _____
 Total Additional Days: _____
 Reason(s): _____

Project Schedule

Start date: _____
 Scheduled Completion: _____
 Actual Completion date: _____

Project Staff

Contract Manager

Estimator

Superintendent

Operator(s)

Sub-Contractor Reference

Firm/Organization:

Name of Representative:

Phone Number:

Email address:

Project Information Sheet

Project Name, County, State: _____

Contract Type Design Bid Build Design Build Full Delivery Other : _____

Physiographic Region Mountains Piedmont Sandhills Coastal Plain

Project Watershed Type Agricultural Forested Urban

Enter % here _____ % Agricultural land cover
 Enter % here _____ % Forested Land cover
 Enter % here _____ % Urban land cover

Project Type Stream Restoration Wetland Restoration Riparian Buffer Restoration

Enter l.f. here _____ Linear footage
 Enter ac. here _____ Acreage
 Enter ac. here _____ Acreage

Project Requirements **Item** **Provide a brief description of quantity and/or type of work performed:**

- Floodplain, Wetland Grading
- Stream Construction
- Asphalt Pavement Demolition and application
- Other

Owner Name/ Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Designer Name/Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Contract Dollar Value Award Amount: _____
 Change Order(s) amount: _____
 Final Contract amount: _____

Number of Change Orders Approved with Explanation/Reason Quantity: _____
 Total Cost: _____
 Total Additional Days: _____
 Reason(s): _____

Project Schedule Start date: _____
 Scheduled Completion: _____
 Actual Completion date: _____

Project Staff

Contract Manager

Estimator

Superintendent

Operator(s)

Sub-Contractor Reference

Firm/Organization:

Name of Representative:

Phone Number:

Email address:

Project Information Sheet

Project Name, County, State: _____

Contract Type Design Bid Build Design Build Full Delivery Other : _____

Physiographic Region Mountains Piedmont Sandhills Coastal Plain

Project Watershed Type Agricultural Forested Urban
Enter % here _____ % Agricultural land cover Enter % here _____ % Forested Land cover Enter % here _____ % Urban land cover

Project Type Stream Restoration Wetland Restoration Riparian Buffer Restoration
Enter l.f. here _____ Linear footage Enter ac. here _____ Acreage Enter ac. here _____ Acreage

| Project Requirements | Item | Provide a brief description of quantity and/or type of work performed: |
|--------------------------|---|--|
| <input type="checkbox"/> | Floodplain, Wetland Grading | |
| <input type="checkbox"/> | Stream Construction | |
| <input type="checkbox"/> | Asphalt Pavement Demolition and application | |
| <input type="checkbox"/> | Other | |

Owner Name/ Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Designer Name/Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Contract Dollar Value Award Amount: _____
 Change Order(s) amount: _____
 Final Contract amount: _____

Number of Change Orders Approved with Explanation/Reason Quantity: _____
 Total Cost: _____
 Total Additional Days: _____
 Reason(s): _____

Project Schedule Start date: _____
 Scheduled Completion: _____
 Actual Completion date: _____

Project Staff

Contract Manager

Estimator

Superintendent

Operator(s)

Sub-Contractor Reference

Firm/Organization:

Name of Representative:

Phone Number:

Email address:

Project Information Sheet

Project Name, County, State: _____

Contract Type Design Bid Build Design Build Full Delivery Other : _____

Physiographic Region Mountains Piedmont Sandhills Coastal Plain

Project Watershed Type Agricultural Forested Urban

Enter % here _____ % Agricultural land cover
 Enter % here _____ % Forested Land cover
 Enter % here _____ % Urban land cover

Project Type Stream Restoration Wetland Restoration Riparian Buffer Restoration

Enter l.f. here _____ Linear footage
 Enter ac. here _____ Acreage
 Enter ac. here _____ Acreage

Project Requirements **Item** **Provide a brief description of quantity and/or type of work performed:**

- Floodplain, Wetland Grading
- Stream Construction
- Asphalt Pavement Demolition and application
- Other

Owner Name/ Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Designer Name/Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Contract Dollar Value Award Amount: _____
 Change Order(s) amount: _____
 Final Contract amount: _____

Number of Change Orders Approved with Explanation/Reason Quantity: _____
 Total Cost: _____
 Total Additional Days: _____
 Reason(s): _____

Project Schedule Start date: _____
 Scheduled Completion: _____
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Project Staff

Contract Manager

Estimator

Superintendent

Operator(s)

Sub-Contractor Reference

Firm/Organization:

Name of Representative:

Phone Number:

Email address:

Project Information Sheet

Project Name, County, State: _____

Contract Type Design Bid Build Design Build Full Delivery Other : _____

Physiographic Region Mountains Piedmont Sandhills Coastal Plain

Project Watershed Type Agricultural Forested Urban

Enter % here _____ % Agricultural land cover
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Project Type Stream Restoration Wetland Restoration Riparian Buffer Restoration

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Project Requirements **Item** **Provide a brief description of quantity and/or type of work performed:**

- Floodplain, Wetland Grading
- Stream Construction
- Asphalt Pavement Demolition and application
- Other

Owner Name/ Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Designer Name/Representative Firm/Organization: _____
 Name of Representative: _____
 Phone Number: _____
 Email address: _____

Contract Dollar Value Award Amount: _____
 Change Order(s) amount: _____
 Final Contract amount: _____

Number of Change Orders Approved with Explanation/Reason Quantity: _____
 Total Cost: _____
 Total Additional Days: _____
 Reason(s): _____

Project Schedule Start date: _____
 Scheduled Completion: _____
 Actual Completion date: _____

Project Staff

Contract Manager

Estimator

Superintendent

Operator(s)

Sub-Contractor Reference

Firm/Organization:

Name of Representative:

Phone Number:

Email address:

Section 4. Signature

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. You acknowledge that you understand all TOWN policies and procedures regarding contractor prequalification.

Submitted by: _____

Company Name (as licensed in SC) _____

Physical Address _____

Mailing Address _____

a. Dated this day of: _____

Submitted by: _____
Print Title of Authorized Officer

Signature by Authorized Officer

Phone: _____
Contact person's phone number

Email: _____
Contact person's email address

b. Notary Certification:
South Carolina
_____ County

I, a Notary Public of the County and State aforesaid, certify that
_____, personally, appeared before me this day and acknowledged the
execution of the foregoing instrument. Witness my hand and official seal, this the
_____ day of _____, 20____.

(Official Notary Seal or Stamp)

Signature of Notary Public

My commission expires _____, 20 ____

5.TOWN OF SUMMERVILLE PRE-QUALIFICATION RATINGS MATRIX for SINGLE PRIME CONTRACTORS

| | | | | |
|--|---|---------------------|-------------------------|---------------------|
| Contractor Name: | | Date of Evaluation: | | |
| 1. MINIMUM REQUIREMENTS (Must meet minimum requirements to proceed to Section 2.) | | | YES | NO |
| 1.a. | Was the General Information section complete? | | | |
| 1.b. | Was the Business Type section complete? | | | |
| 1.c. | Was the Minimum Licensing Requirement met? | | | |
| 1.d.(1) | Was the Bonding Letter acceptable? | | | |
| 1.d.(2) | Funds Expended by Surety? If yes is the explanation acceptable? | | | |
| 1.d.(3) | Was a list of the Surety Companies from the past 5 yrs provided? | | | |
| 1.e.(1) | Lawsuits or Arbitrations Involvement in past 5 Years? If yes is the explanation acceptable? | | | |
| 1.e.(2) | Judgments, Claims, Arbitrations, Lawsuits Pending? If yes is the explanation acceptable? | | | |
| 1.f. | Was the Evidence of Insurance acceptable? | | | |
| 1.g.(1) | Has your company failed to complete an awarded contract in the past 5 yrs? If yes is the explanation acceptable? | | | |
| 1.g.(2) | Has your company been Convicted of charges? If yes is the explanation acceptable? | | | |
| 1.g.(3) | Has your company been Barred from bidding? If yes is the explanation acceptable? | | | |
| 1.g.(4) | Has your company been issued a US Army Corps of Engineers Cease and Desist Order? If yes is the explanation acceptable? | | | |
| 4. Signature Form | | | | |
| 4.a. | Signed/Dated | | | |
| 4.b. | Notary Certification | | | |
| 2. GENERAL REQUIREMENTS (Must have a minimum of 30 points to proceed to Section 3.) | | | Points Available | Points Rec'd |
| 2.a.(2) | Previous SC construction experience (SCO exp=5, NC public =3, NC private=1) | | 5 | |
| 2.a.(3) | Prequalified and failed to submit bid w/o notice of good cause (no=5, yes with good cause=3, yes without cause=0) | | 5 | |
| 2.b.(1) | SC office management (yes=5, no=0) | | 5 | |
| 2.d.(1) | Work inspection and approval processes (well described=5, poorly described=0) | | 5 | |
| 2.d.(2) | Management procedures (well described=5, poorly described=0) | | 5 | |
| 2.e.(1) | Financials - Listed/attached (provided=5, not provided=0) | | 5 | |
| 2.f.(1) | Paid liquidated damages? (no=5, yes with sufficient explanation=2, yes=0) | | 5 | |
| 2.f.(2) | Filed claim(s) w/SCO in past 5 yrs (no=4, yes with good cause=4, yes without cause=0) | | 4 | |
| 2.g.(1) | EMR rate (EMR less than or equal to 1.0= 2, EMR greater than 1.0 = 0) | | 2 | |
| 2.g.(2) | OSHA 300 log (provided=2 , not provided=0) | | 2 | |
| 2.h.(1) | Documented HUB Plan (yes=2, no=0) | | 2 | |
| 2.h.(2) | Typical % HUB participation (greater than 10%=5, less than 10%=0) | | 5 | |
| 2.i.(1) | SCDHEC NOV (no=5, yes=0) | | 5 | |
| 2.i.(2) | MS4, County or Municipality NOV (no=5, yes=0) | | 5 | |
| | | | Subtotal | 60 |
| 3. PROJECT SPECIFIC REQUIREMENTS | | | | |
| 3.a.(1) | Similar Project #1 (greater than 2000 I.f.=5, 1999-1000 I.f.=3, less than 1000I.f.=1) | | 5 | |
| 3.a.(2) | Similar Project #2 (greater than 2000 I.f.=5, 1999-1000 I.f.=3, less than 1000I.f.=1) | | 5 | |
| 3.a.(3) | Similar Project #3 (greater than 2000 I.f.=5, 1999-1000 I.f.=3, less than 1000I.f.=1) | | 5 | |
| 3.a.(4) | Similar Project #4 (greater than 2000 I.f.=5, 1999-1000 I.f.=3, less than 1000I.f.=1) | | 5 | |
| 3.a.(5) | Similar Project #5 (greater than 2000 I.f.=5, 1999-1000 I.f.=3, less than 1000I.f.=1) | | 5 | |
| 3.b.(1) | Staff Qualifications (evident key personnel have worked together successfully=5, not evident=0) | | 5 | |
| 3.b.(2) | Project-specific staff experience (evident key personnel have performed similar work=5, not evident=0) | | 5 | |
| 3.b.(3) | Staff availability (evident key personnel are available to perform the work=5, not evident=0) | | 5 | |
| | | | Subtotal | 40 |
| TOTAL POINTS (Must have a minimum of 70 points to pre-qualify) | | | | 100 |